

ETEXT ATTACHMENT

04/02/2003 20 : 17

'Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation, and the name of employer of individuals whose contributions exceed \$200 per calendar year.

Name:

Employer:

Occupation:

Home Address:

City/State/Zip:'

· Second, if the information is not provided, our procedure is to send a written request to the contributor within 30 days. Please refer to the language included below for the Sierra Club's standard information request letter. The letter also includes a pre-addressed return envelope. Sierra Club also reports all contributor information not provided by the contributor that is in the committee's or Sierra Club's possession regarding contributor identification present in our fundraising and contributor records.

· Third, when the contributor's required information is received but the report is already filed, we file the amended report on or before the next regularly scheduled filing date.

A reply was not sent previously as we did not receive your initial request, but only received the follow up letter from John Gibson, Assistant Staff Director.

As we have communicated in previous correspondence, there has been a delay in our response to your inquiry due to the recipient of the letter and the address being inconsistent. The letter was directed to Margaret Conway, National Political Director, with the address of our San Francisco headquarters. Margaret Conway works out of our Washington DC office and therefore did not receive the letter in a timely manner. Upon further discussion with Jane Parks, Reporting Analyst, it was noted that all correspondence must be sent to the Treasurer designated on the Statement of Organization. The Statement of Organization will therefore be updated accordingly.

Thank you for your patience and if you have any additional questions please contact Jane Kraft at (415) 977-5658.

Sincerely,

Margaret Conway
Sierra Club Political Committee

Dear

Thank you for your contribution to Sierra Club Political Committee, we appreciate your support!

Federal law requires political committees to report the name, mailing address, occupation and name of employer for each individual who contributes more than \$200 in a calendar year. Please help us comply with that requirement by

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providing the information requested below and returning this letter in the envelope provided. If you have no employer and are retired, self-employed, etc., please so state.

Occupation:

Employer's Name or Principal Place of Business:

SCPC is a political committee. Unless otherwise notified, 100% of your

contribution will be applied to your contribution limit under federal law.

Contributions to SCPC are entirely voluntary. SCPC cannot accept contributions from corporations (including professional corporations), or from individuals who are not United States citizens or permanent residents.

Again, thank you for your support of Sierra Club Political Committee.

Regards,

Margaret Conway
on behalf of SCPC